



# TEXAS HOUSE *of* REPRESENTATIVES

## **Representative Cecil Bell, Jr.**

*District 3*

Representative Cecil Bell, Jr. is seeking applicants for an unpaid internship for the 87th Legislative Session starting ASAP. Session applicants must have part-time or full-time availability through May 31, 2020. Academic credit available, when possible.

The intern shall:

- Answer the phone and greet visitors
- Collect invitations and maintain the office calendar
- Manage constituent correspondence on legislative issues
- Check and sort mail
- Research and draft reports regarding legislation in assigned policy areas
- Request committee hearings and prepare bill analyses
- Monitor committee hearings and track relevant legislation
- Assist the chief of staff in preparing daily floor packet for Representative
- Other duties as assigned

Applicants should have strong research and writing skills, well-developed organizational and interpersonal skills, solid computer skills, and effective communication skills. Applicants should also have an avid interest in government and the legislative process.

### **To Apply**

Please submit a cover letter, resume (include undergraduate GPA), and availabilities to Ariane Marion at [Ariane.marion@house.texas.gov](mailto:Ariane.marion@house.texas.gov). Only candidates selected for interviews will be contacted.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please include that information in your e-mail.